

**CONFIDENTIAL***Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 15 July 1958

FROM : Chief, Clerical Training

SUBJECT: Report No. 27, Week of 8 - 14 July 1958.

1. JOT's Enroll in Clerical Refresher Training. To meet their needs in the writing of papers and reports, six JOT's have enrolled in the Typing Techniques Review class. During the pre-testing they indicated varying degrees of speed and accuracy, but all acknowledged the necessity of a refresher course. Then, eight other JOT's have been scheduled for learning typing from the beginning. These trainees are being taught in a special group apart from the regular classes.

2. Numbers in Clerical Induction Training. During the week of 8 July 1958 there were 57 people in Clerical Induction Training. Of those, 25 entered for the first time.

3. Numbers in Clerical Orientation Training. During the week of 8 July the Clerical Orientation program was not held. The Office of Personnel indicated that there were not enough trainees ready for assignment to warrant holding the Orientation classes.

4. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 8 July were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	45	4
Typewriting	80	22

PERSONNEL NOTES:

25X

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